

**AMENDMENT #2 to RFP 15-031**  
**QUESTIONS AND ANSWERS**

1. QUESTION: Item number 4 under section 5.2.1 (page 12 of 33) of the RFP requires 'certified financial statements with notes' in order to demonstrate the capability to remain in business for the term of the contract. This requirement is repeated in item 7.D. under section 6.3.2. We don't have a compiled, reviewed or audited set of financial statements for the firm, including notes and I wanted to clarify if we need to try and have financials prepared for 2013 and 2014 in order to comply with these provisions.

ANSWER: Section 5.2.1 Item 4 states, "Must provide certified financial statements with notes reflecting a capability to sustain operations for the term of the proposed contract."

- a. Certified Financial Statements are not the same as "audited" financial statements. Most companies have computerized bookkeeping systems which can be used to print financials fairly quickly. The business owner(s) would sign the last page of the Certified Financial Statements certifying the document. **This requirement remains a requirement.**
- b. Section 6.3.2 Item 7D indicates one of the minimum required documents is "Certified Financial Statements with notes for each of the two most recently completed fiscal years." Again, most companies have computerized bookkeeping systems which can be used to print financials. **This requirement remains a requirement.**
- c. The only substitution for this requirement would be the submission of the 2014 and the 2013 Business Tax Return that would have been submitted to the Internal Revenue Service.

2. QUESTION: Item number 4.G. under section 6.3.2 asks that the pay scale for each level of employee be included in the proposal. We don't have set pay scales for each level of employee. Each employee's salary is based on experience, certifications, etc. Should we just include salaries for the staff included in the proposal?

ANSWER: Section 6.3.2 Item 4.G states, "Employee Benefit Package. Explain your Employee Benefit Package of your company. This would include the pay scale for each level of employee along with other benefits – i.e. hospital insurance, etc."

- a. Pay Scale – means rate per hour.
- b. Benefits – means fringe benefits and/or payroll withholding and other employee benefits.
- c. The Budget Narrative in Section 6.3.2 Item 6.A should explain how fringe benefits are calculated. If the agency uses the same formulas for calculating benefits for all employees, provide the formula for how the benefits identified in the vendor's budget are calculated. If a different rate is used for different kinds of employees, explain the differences in the types of employees. For example, full time, part-time, contractual, temporary, etc.
- d. For example if an employee that works part time on the contract (100 hours at \$25 per hour will receive \$2,500 gross) and the vendor indicates fringe benefits of \_\_%, explain what goes into the \_\_% - Social Security, Medicare, Federal, State Withholding, etc.
- e. Section 6.3.2 Item 4.G **remains a requirement for the vendor's staff assigned to the contract.** See AMENDMENT #1 to RFP 15-031 which clarifies the information required concerning staffing for the proposed contract resulting from RFP 15-031.

Offerors shall acknowledge receipt of this Amendment to RFP 15-031 by authorized signature and date below. The signed Amendment #2 must be returned with the proposal via MAGIC on Friday, February 13, 2015.

ACKNOWLEDGED:

\_\_\_\_\_

DATE

By: \_\_\_\_\_

Authorized Signature

Firm: \_\_\_\_\_